

 <b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number	Total Pages
	5.3	3
	Date Filed	Effective Date
	June 9, 2015	July 31, 2015
Authority/References KRS 196.031, 196.032, 196.111, 196.286, 196.288, 218A.140, 439.250, 439.3101, 439.3103, 446.010, 532.007 CPP 29.1, 29.2 P&P ACA 2A-01, 2A-07, 2E-01, 3D-08, 3D-09 and 2-CO-1A-23	Subject  <b>PROGRAM EVALUATION AND MEASUREMENT</b>	

## I. DEFINITIONS

“Case Plan” is defined by KRS 446.010.

“Evidence Based Program” means programs demonstrated by scientific research to produce reductions in recidivism.

“Graduated Sanctions” is defined by KRS 446.010.

“Performance Measurement” means the ongoing monitoring and reporting of program accomplishments and progress toward preestablished goals.

“Program Evaluation” means individual systematic studies conducted periodically to assess program effectiveness.

“Promising Practice” means a program that has not met the criteria as an evidence based program due to lack of research and fidelity studies but has a clear focus and includes processes of accountability and evaluation.

“Risk and Needs Assessment” is defined by KRS 446.010.

## II. POLICY and PROCEDURES

This policy establishes procedures regarding the identification of and the required evaluation and measurement of Evidence Based Programs. This policy shall apply to all institutions, contract facilities, and Probation and Parole.

### A. Evidence Based Program Process Review

1. All approved programs identified as being evidence based shall meet the following criteria:

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- a. Address criminogenic needs as identified by the risk and needs assessment tool utilized by the department;
- b. Be based on research and fidelity studies that show reduction in recidivism;
- c. Provide appropriate training and materials for staff facilitating the program;
- d. Have structured lesson plans for staff to follow; and
- e. Include discharge and completion criteria for program participants.

2. The Director of Operations or his designee shall annually evaluate all approved programs in order to sustain effective Evidence Based Programs. This evaluation shall include:

- a. An audit of program standards, performance criteria, delivery, content, materials, and training;
- b. Recommendations on program effectiveness; and
- c. An audit of program selection and referral per case management plan.

A review of program impact and outcome data may be conducted as needed depending on resources and needs.

3. Effectiveness of Evidence Based Programs shall be measured by:

- a. Program attendance;
- b. Identified completion requirements;
- c. Program achievement;
- d. Certificates and awards presented; and
- e. The reduction of recidivism.

B. Program participation data for performance measurement shall be collected by program staff and entered into the Kentucky Offender Management System (KOMS) for future research, statistics, and reference.

C. Promising Practices

1. Promising Practice programs may be utilized to effectively assist in addressing offender risks and needs.
2. The Director of Operations or his designee shall annually audit Promising Practices programs for the following:
  - a. To determine effectiveness of reducing recidivism;
  - b. To ensure criteria are being met for future evidence based programming;

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- c. To determine if continued use and evaluation can provide the opportunity to improve performance of the program;
- d. To audit program standards, performance criteria, delivery, contents, materials and training;
- e. To make recommendations on program effectiveness; and
- f. To evaluate program selection and referral per case management plan (if applicable);

A review of program impact and outcome data may be conducted as needed depending on resources and needs.

- 3. A Promising Practice program not meeting the criteria set forth in this policy for an evidence based program after a second audit may be defunded.